Electronic Subcontracting Reporting System (eSRS) Part I

July 2013

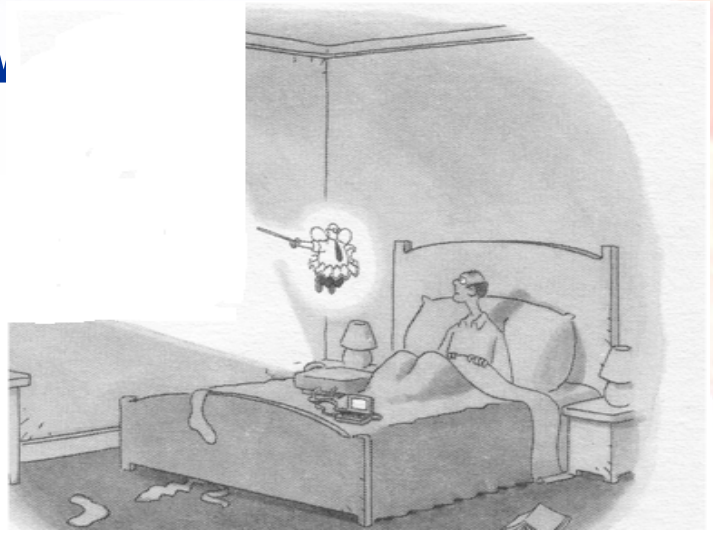
Agenda

Part I

- ✓ **Regulations**
- ✓ **Overview**
- ✓ **Reports in eSRS**

Part II

- ✓ **Guidance for Review eSRS**
- ✓ **Resources**



REGULATIONS AND POLICIES

Regulations

- FAR 19.7, Subcontracting Program
- DFARS 219.7, Subcontracting Program (Feb 2013)
- FAR 52.219-9, Subcontracting Plan (Jan 2011)
- FAR 52.219-9, Alternate III (July 2010)
  - For contracts that, pursuant to other authority, are not entered in FPDS, contractors submit SF 294 in lieu of Individual Subcontract Report (ISR) in

Regulations

- DFARS 252.219-7003, Subcontracting Plan (Aug 2012)
- DFARS 252.219-7004, Subcontracting Plan (Test Program) (Jan 2011)
- Class Deviation 2008-O0008-eSRS (Feb 2009)
  - For orders under Basic Ordering Agreements or Blanket Purchase Agreements, contractors submit SF 294 in lieu of ISR in eSRS

Regulations

- Policy Memorandum, dated 7-19-2008
  - Responsibility to acknowledge receipt / reject ISRs resides with contracting office which awarded the contract, not the contracting office which administers the contract.
  - Acknowledging receipt means receiving the report; and is not considered acceptance of reported information.

Regulations

- Policy Memorandum, dated 4-16-2009
  - Department/agencies submit eSRS Status Report outlining results of reporting activities for preceding reporting period (# of outstanding reports, plans for mitigating, encountered barriers).

Regulations

- **Proposed Class Deviation** to FAR 52.219-9 & DFARS 252.219-7003
  - Submit SSR annually instead of semi-annually
  - Submit SSR Report to DoD instead of department or agency which administers majority of subcontract plans or which awarded construction & maintenance type contracts
  - Authority to accept/reject SSR is DoD (OSBP/DPAP)

OVERVIEW

eSRS Data Flow

Contracto r

ISR or SSR Specifics

- Date Submitted
- Reporting Period
- Prime or Sub
- Major Product or Service Lines
- Goal $ / % (ISR only)
- Actual Dollars for Each Category

FPDS Next Generation

Electronic Subcontracting Reporting System (eSRS)

****A contract must be marked in FPDS as having a subcontracting plan or it will not pull over to eSRS. If it is not marked correctly, the contractor will get an error message when trying to input an ISR and will be directed to contact their government contracting**

DoD Hierarchy Overview

- Organizational hierarchy components
  - Department, Service/Agency, Major Command, Sub Command
  - All organizations are referred to as “agencies” in eSRS
- Agency codes –
  - 4 digit (DoD 9700, Army 2100, DISA 97AK)
- Office Codes
  - 6 character DoD Activity Address Code (DODAAC) equals office code in eSRS
  - Before 2003, DoD used 4 digit codes

Status of Reports in eSRS

- Pending (PEN)
  - Report submitted by contractor; waiting to be “accepted” / “rejected” by appropriate official
- Accepted (ACC)
  - Report reviewed; found no known errors/issues/concerns, doesn’t require clarification/information/corrections at this time; acknowledges receipt of the report
  - Even though report has been

Status of Reports in eSRS

- Rejected (REJ)
  - Report reviewed; errors, issues or concerns found; requires clarification, information or corrections to the report
- Revised (REV)
  - Original report rejected. The report revised & resubmitted by contractor and is awaiting to be “accepted” or “rejected” by appropriate official

Status of Reports in eSRS

- Reopened (RPN)
  - The report has been opened by a government contracting official after previously being “accepted” into the system.
  - This may occur when the government contracting official finds error or issues with the original report. Once the report has been reopened, it may be “accepted” or “rejected” again.

Government User Roles

- Permission Levels
  - Agency Coordinator (AC)
  - Contracting Official (CO)
  - Designated Government User DGU
  - Point of Contact (POC)
- User Levels
  - Agency
  - Contracting Office

Permission Levels

- Agency Coordinator (AC)
  - Has full access to eSRS for their parent organization, sub-commands and below.
  - Manages/approves organization registration requests.
  - Can view/accept/reject contractor reports.
  - Can run reports on data at their registered level.
- Point of Contact (POC)
  - Has same access as AC.

Permission Levels

- Contracting Official (CO)
  - Individual responsible for awarding contract
  - Can view/accept/reject contractor reports
  - Can run reports on data at their registered level
- Designated Government User (DGU)
  - SB professional/administering contracting office
  - Can view contractor reports

User Levels

- Agency
  - Will see all ISRs and SSRs (for Commercial Subcontract Plan) at this level and below.
- Contracting Office
  - Will see all ISRs and SSRs (for Commercial Subcontract Plan) at this level and below.

Timelines

Contractors

- April 30 – submit reports for the period ending March 31
- October 30 – submit reports for the period ending September 30

Government Officials

- May 30 – acknowledge receipt of reports
- November 30 – acknowledge receipt of reports
- Acknowledge receipt of contractor resubmissions or late submissions

Timelines (Proposed FAR/DFARS Deviation)

Contractors

- April 30 – submit ISRs for the period ending March 31
- October 30 – submit ISRs/SSR/Year-End SDB Report for the period ending September 30

Government Officials

- May 30 – acknowledge receipt
- November 30 – acknowledge receipt
- Within 30 days, acknowledge receipt of re-

Timelines

Government Officials (cont)

- June 30 and December 30 –
  - Each DoD Department/Agency submits eSRS Status Report electronically to DPAP, OSBP
  - Covers number of outstanding reports (current FY and previous reporting periods), plans to reduce them (a timeline for corrective actions), and barriers preventing acknowledgement of receipt or rejection

REPORTS IN ESRS

INDIVIDUAL SUBCONTRACT REPORT

(ISR)

Individual Subcontract Report (SF 294, when required)

- Required by Individual Subcontract Plan.
- Encompasses all subcontracting from inception of contract to report period date (31 Mar/30 Sep).
- Due semiannually 30 days after report period date (April 30/Oct 30).
- Required from prime contractors for each contract containing an Individual Subcontracting Plan.
- Required from subcontractors with Individual Subcontracting Plan “flowed

Individual Subcontract Report (SF 294, when required)

- In order for contractor to submit ISR in eSRS, the contract must be coded correctly in FPDS (“Subcontract Plan: Required”).
- Contractors submit SF 294 in lieu of ISR:
  - For contracts not reported in FPDS (classified)
  - For orders issued under Basic Ordering Agreements (BOAs) (“G” contracts)
  - For orders issued under Blanket Purchase Agreements (BPAs) (“A” contracts)

Individual Subcontract Report (SF 294, when required)

- Prime contractor's report is reviewed by awarding agency office, even when contract administration is delegated to DCMA or another organization.
- Subcontractor's report is reviewed by upper-tier contractor that awarded the subcontract.

SUMMARY SUBCONTRACT REPORT (SSR) REQUIRED UNDER INDIVIDUAL SUBCONTRACT PLAN

Summary Subcontract Report

Individual Subcontract Plan

- Reports dollars subcontracted during Fiscal year.
- Encompasses all subcontracting (in US/territories) under prime contracts and subcontracts with the awarding agency, regardless of $ value.
- Can be submitted on corporate, company or subdivision basis (i.e. ultimate/parent DUNS).
- Required from prime contractors or subcontractors with at least 1 contract or

Summary Subcontract Report

Individual Subcontract Plan

- Due semiannually 30 days after end of reporting periods March 31/September 30 (April 30/Oct 30).
- For Non-construction, contractor submits **one** DoD SSR to department/agency that administers majority of subcontract plans
  - **Most likely DCMA**
  - Must be department/agency **directly under** DoD (Army, Navy, Air Force, MDA, etc.), **not** DCMA-East, NAVAIR, DLA-Energy, USACOE

Summary Subcontract Report

Individual Subcontract Plan

- For construction, contractor submits **separate** SSR to each department/agency that awarded such type contracts
  - Must be department/agency **directly under** DoD (Army, Navy, Air Force, MDA, etc.), **not** DCMA-East, NAVAIR, DLA-Energy, USACOE

Summary Subcontract Report

Individual Subcontract Plan

- SSR Coordinator of department/agency, as identified by contractor/subcontractor submitting report, is responsible for reviewing SSR **(Most likely DCMA)**

  Must be department/agency directly under DoD (Army, Navy, Air Force, MDA, etc.)

  Not DCMA-East, NAVAIR, DLA-Energy, USACOE

Summary Subcontract Report

Individual Subcontract Plan

Proposed FAR/DFARS Deviation

- SSRs are due annually 30 days after end of Government fiscal year.
- SSRs are submitted to DoD instead of to the department or agency which administers the majority of the contractors plans **or** which awarded construction/maintenance type contracts
- Authority to accept/reject SSR is DoD (OSBP/DPAP)

SUMMARY SUBCONTRACT REPORT (SSR) REQUIRED UNDER COMMERCIAL SUBCONTRACT PLAN

Summary Subcontract Report (SSR) for Commercial Subcontract Plan

- Encompasses all subcontracting performed in the US for entire product line or service, under federal **and** non-federal government contracts, as negotiated in the subcontract plan and includes % of total dollars attributable to each federal agency.
- Due annually within 30 days after end of government's fiscal year (Oct 30).

Summary Subcontract Report (SSR) for Commercial Subcontract Plan

- Required from each contractor and subcontractor with **at least 1 contract** which includes Commercial Subcontract Plan.
- Contractor identifies department/agency contracting organization which approved Commercial Subcontract Plan (if DoD).
- **Only** contracting official from organization (identified by contractor as the approver of the Commercial Subcontract Plan) can approve the SSR.

SUMMARY SUBCONTRACT REPORT (SSR) REQUIRED UNDER DOD COMPREHENSIVE SUBCONTRACT PLAN

Summary Subcontract Report (SSR)

for CSP Test Program

- CSP is DoD Test Program with 11 participants
- DCMA-CSP Division negotiates and oversees Test Program
- DCMA reviews all SSRs from CSP participants
- SSRs submitted semi-annually (30 Apr and 30 Oct).

SDB YEAR-END REPORT

Year-End Supplementary Report for SDB

- Accompanies year-end SSR
- Includes subcontract $ to SDBs by NAICS Industry Subsectors
- SSR Coordinator who reviewed the SSR is also responsible for reviewing the Year-End Supplementary Report for SDB

Proposed FAR/DFARS Deviation

- Authority to accept/reject SSR is DoD (OSBP/DPAP)

SDB PARTICIPATION REPORT

SDB Participation Report

- Required only if the contract contains SDB participation targets (FAR 52.219-24)
- Submitted with “Final ISR” within 30 days of contractor’s completion of subcontract obligations
- May be submitted via alternatives to eSRS
- Awarding agency office contracting official who reviewed the ISR is also responsible for reviewing the SDB Participation Report